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Special Assistant to the  
Deputy Director for Support

REFERENCE : Memorandum from Special Assistant to DD/S  
To: Head of OC Career Service, Dated 7 October 1968  
Same Subject

## I. Unsolicited Category

A. What is put on paper?

The resignee submits a memorandum giving his reason(s) for resignation, or he completes the appropriate section of the reverse-side of Agency Form 1152.

The OC Career Service Panel Chairman, or his Representative, provides a written endorsement or statement concerning consideration of re-employment of the resignee.

At times, dispatch or cable comments and recommendations are received from Chiefs of Stations or Communications Area Chiefs.

B. Who interviews, at what stage of the processing, and what paper records are available to the interviewer?

Interviewed at Headquarters by:

First Line Supervisor or  
Branch Chief

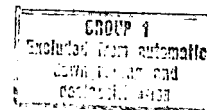
Usually on receipt of resignation notice,  
or very shortly thereafter.

Office of Communications  
Panel Chairman or  
Representative

Arranged by First Line Supervisor as soon as possible.

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OC-A/Personnel Branch	Usually three to four days prior resignation, time permitting, or earlier if circumstances of resignation indicate the need.
OC Executive Officer	Arranged by OC-A/Personnel Branch if circumstances of resignation or attitude of resignee are indicative of possible future front office involvement.
Office of Personnel and/or Other Agency Components	If employee requested that his qualifications be considered by other components within the Agency, arrangements are made for appropriate interviews.

Paper records available:

OC Soft, or Processing File)	) Contain Fitness Reports, Field Reassignment Questionnaires, pertinent memoranda
Official File	
Resignation memorandum	
Re-Employment statement	
Pertinent Dispatches and/or cables	

Because of the sensitive nature of Communications Officers' duties and responsibilities, field resignees are brought to Headquarters, at Government expense, for debriefing, Headquarters interviews and exit processing.

- C. Is there paper feedback from Office of Personnel Exit Processing Unit and who reads it?

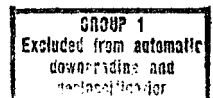
No paper feedback is received specifically from OP Exit Processing Unit. They have, on occasion, telephoned or made a personal visit to OC Administrative Staff to discuss any problems learned at the time of exit interview but previously unrevealed to the Office of Communications. A monthly Report of Separation from the SC Career Service is received from the Office of Personnel. This report is read and retained by OC Administration Staff.

- D. What are the differences in handling professional and non-professional resignees?

No difference in exit processing. Each resignee is accorded full consideration.

2. SC Career Service resignations for Fiscal Years '66, '67, and '68 total 377. Schedule A, attached, provides statistics for each above noted Fiscal Year by three employee categories--Professional, Semi-Professional, and Non-Professional. Employees included in the Professional Category are Engineers, Electronic Specialists and Technicians, and Communications

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Officers grade GS-11 and above; Semi-Professional Category reflects Radio Operators, Cryptographers, Intercept Operators, and Draftsmen. The Non-Professional Category shows Secretaries, Typists, and Clerks.

3. A total of 50 resignations during the Fiscal Years '66, '67, and '68 could be considered as solicited resignations. Twenty-one of this number resigned as a result of marriage to foreign nationals. Of the remaining 29 resignations, there are some which could be possibly considered as unsolicited wherein the employee who was involved in a difficulty tendered his resignation. However, we believe it more accurate to consider the entire group as solicited because the circumstances involved would more than likely have brought us to the point of asking for a resignation if not submitted by the employee by his own decision. Note Schedule B.

4. Schedule C, attached, contains a brief resume for those eight cases which this Office has listed as "comers."

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Director of Communications

Attachments  
As Stated

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

TAB *S*

FY '66

July	P 1 P 1	SP 5 SP 0	NP 2 NP 0	other Job		Apr.	P 0 P 0	SP 2 SP 2	NP 2 NP 0	other Job
Aug.	P 1 P 1	SP 5 SP 0	NP 1 NP 0	other Job		May	P 0 P 0	SP 4 SP 8	NP 3 NP 0	other Job
Sept.	P 1 P 0	SP 2 SP 2	NP 4 NP 0	other Job		June	P 0 P 0	SP 5 4	NP 3 NP 0	other Job
Oct.	P 0 P 0	SP 3 SP 0	NP 1 NP 0	other Job		TOTAL	7 98	4 37	28 21	1
Nov.	P 0 P 0	SP 2 SP 1	NP 4 NP 1	other Job						
Dec.	P 0 P 0	SP 0 SP 0	NP 1 NP 0	other Job						
Jan.	P 0 P 0	SP 2 SP 2	NP 2 NP 0	other Job						
Feb.	P 3 P 1	SP 4 SP 0	NP 1 NP 0	other Job						
Mar.	P 1 P 1	SP 3 SP 2	NP 4 NP 0	other Job						

FY '67

JULY	P 0 P 1	SP 1 SP 2	NP 0 NP 0	other Job		Apr.	P 2 P 1	SP 3 SP 1	NP 4 NP 0	other Job
AUG.	P 5 P 1	SP 4 SP 5	NP 2 NP 0	other Job		May	P 0 P 0	SP 4 SP 3	NP 1 NP 0	other Job
SEPT.	P 1 P 0	SP 4 SP 1	NP 1 NP 0	other Job		June	P 0 P 0	SP 8 SP 1	NP 1 NP 0	other Job
OCT.	P 2 P 0	SP 3 SP 0	NP 0 NP 0	other Job		TOTAL	15 95	37 7	19 16	1
Nov.	P 1 P 0	SP 1 SP 1	NP 2 NP 0	other Job						
Dec.	P 0 P 0	SP 3 SP 1	NP 2 NP 0	other Job						
Jan.	P 1 P 0	SP 0 SP 0	NP 2 NP 1	other Job						
Feb.	P 1 P 1	SP 2 SP 1	NP 3 NP 0	other Job						
Mar.	P 2 P 3	SP 4 SP 0	NP 0 NP 0	other Job						

FY-68

July	P 1 P 1	SP 5 SP 0	NP 0 NP 0	other Job		Apr.	P 0 P 0	SP 6 SP 2	NP 3 NP 0	other Job
Aug.	P 2 P 0	SP 3 SP 1	NP 1 NP 0	other Job		May	P 0 P 1	SP 3 SP 7	NP 4 NP 0	other Job
Sept.	P 1 P 0	SP 2 SP 0	NP 4 NP 0	other Job		June	P 3 P 1	SP 11 SP 2	NP 2 NP 0	other Job
Oct.	P 0 P 1	SP 5 SP 4	NP 1 NP 0	other Job		TOTAL	12 11	49 32	30 0	
Nov.	P 0 P 0	SP 2 SP 1	NP 5 NP 0	other Job						
Dec.	P 0 P 2	SP 3 SP 3	NP 3 NP 0	other Job						
Jan.	P 1 P 3	SP 5 SP 4	NP 1 NP 0	other Job						
Feb.	P 0 P 0	SP 3 SP 6	NP 3 NP 0	other Job						
Mar.	P 3 P 2	SP 1 SP 2	NP 3 NP 0	other Job						

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SCHEDULE A

	FY 1968					FY 1967					FY 1966			
	Pro	S/Pro	N/Pro	Total		Pro	S/Pro	N/Pro	Total		Pro	S/Pro	N/Pro	Total
Jul	2	7	0	9		1	5	0	6		2	7	2	11
Aug	2	4	1	7		6	11	2	19		2	6	1	9
Sep	1	4	4	9		1	8	1	10		1	5	4	10
Oct	1	12	1	14		4	4	0	8		0	6	1	7
Nov	0	3	5	8		1	4	2	7		0	5	5	10
Dec	2	9	3	14		0	5	2	7		0	2	1	3
Jan	4	11	1	16		1	2	3	6		0	4	2	6
Feb	0	10	3	13		2	3	3	8		4	4	1	9
Mar	5	4	3	12		5	5	0	10		2	5	4	11
Apr	0	9	4	13		3	4	4	11		0	7	2	9
May	1	10	4	15		0	7	2	9		0	12	3	15
Jun	4	17	2	23		0	9	1	10		0	10	3	13
TOTALS	22	100	31	153		24	67	20	111		11	73	29	113

Non-Professional..... 80  
 Semi-Professional..... 240  
 Professional..... 57  
 TOTAL..... 377

Professional..... E.E., E.T., Commo Off (GS-11 and above), etc.  
 Semi-Professional..... CT/R, CT/C, Draftsmen, CT/CMT, Admin Asst., etc.  
 Non-Professional..... Sec., Typist, Registry

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TAB 5

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SCHEDULE B

Solicited Resignation

Marriage to Foreign National

	<u>FY 1966</u>	<u>FY 1967</u>	<u>FY 1968</u>
<i>S/P</i> CT/R	5	6	3
<i>S/P</i> CT/C	2	0	0
<i>P</i> WET	0	1	0
<i>S/P</i> CT/COMINT	0	1	0
TOTAL	7	8	6

SUB TOTAL 21

	<u>Other</u>		
<i>S/P</i> CT/R	5	4	7
<i>S/P</i> CT/C	2	2	4
E.E.	0	1	0
CT/COMINT	1	1	1
<i>S/P</i> Clerical	0	0	1
TOTAL	8	8	13

GRAND TOTAL 50

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Next 7 Page(s) In Document Exempt

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